

**Supplement A**  
**DES ESCO Services**  
**Diverse Business Inclusion Plan**

To be considered responsive, the ESCO must submit the Diverse Business Inclusion Plan, as part of their statement of qualifications that will be incorporated into their master energy services agreement (MESA), if awarded. The responses should reflect good faith efforts for diverse business inclusion. **Zero is not a goal!** The DES minimum voluntary diverse business combined goal is 26%. The Diverse Business definition – includes Washington small business, micro-business, and mini-business as defined in RCW 39.26.010, Minority and Women Business Enterprises (M/WBEs) as defined in RCW 39.39.19 and WAC 326-20, and Veteran-owned businesses as defined in RCW 43.60A.010. If the proposed subcontractors are self-identified diverse businesses, the ESCO will encourage and support state efforts for their certification with the appropriate Washington state agencies.

ESCO commits to a good faith effort to achieve the proposed subcontract amounts with diverse business subcontractors by working with the DES to develop a comprehensive “Outreach Strategy” that will include hosting a series of supplier outreach events for businesses registered with the state of Washington in the Washington State Electronic Business Solution, WEBS; including those registered as state certified minority businesses, women businesses, veteran businesses, and businesses self-certified as Washington Small Businesses in WEBS. The state will assist in coordinating event invitations to these businesses.

In addition, **each selected ESCO is required to register and create an account in the DES Diversity Compliance program (B2Gnow) at <https://des.diversitycompliance.com>**. *(If assistance is needed, you may contact: Emily Hurst (DES) [emily.hurst@des.wa.gov](mailto:emily.hurst@des.wa.gov) 360.890.0864 or Angeline Ernst (DES) [angeline.ernst@des.wa.gov](mailto:angeline.ernst@des.wa.gov) 360.407.7965.*

The ESCO must include an anticipated list of diverse subcontractors or suppliers who may provide services or otherwise assist the ESCO in fulfilling its obligations for the project. The ESCO must provide the following information regarding their plans for including diverse team members. See “Diverse Business Inclusion Plan Criteria” at the end of this document.

Identify any subcontractors who are certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) or the Washington State Department of Veterans Affairs (DVA).

In accordance with [Chapter 39.19 RCW](#), the state of Washington encourages participation in all of its contracts by OMWBE certified firms.

In accordance with Chapter 43.60A.200, the state of Washington encourages participation in all of its contracts by DVA certified firms.

In accordance with Chapter 39.26.005, the state of Washington encourages participation in all of its contracts from Washington small businesses.

**With respect to agency spend the agency aspirational goals are:**

- ✓ 10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- ✓ 6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- ✓ 5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs
- ✓ 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx> (WEBS).

These goals are voluntary. No preference will be included in the evaluation of responses, no minimum level of MWBE or Veteran Owned or Washington Small Business participation will be required as a condition for receiving an award and statements of qualifications will not be rejected or considered non-responsive on that basis (unless a zero (0) goal amount is submitted).

**Subcontracting**

Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team.

For information on certified firms, ESCOs may contact:

- OMWBE at <http://www.omwbe.wa.gov/> or 360.664.9750
- DVA at <http://www.dva.wa.gov/BusinessRegistry/Search.aspx> or 360.725.2200.
- DES Public Works Diverse Business Manager, Charles Wilson  
[charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov) or 360.407.8455 for a list of self-certified Washington Small Businesses that downloaded this solicitation and selected to allow their contact information to be shared.

Please include the below identified “**Diverse Business Inclusion Plan Criteria**” for this Proposal.

Inclusion Plan Criteria		
<b>Voluntary goals for certified diverse business participation:</b> <i>(Of the total contract work, what is the percentage of diverse business participation proposed for subcontracting/joint venturing on this project?)</i>		
<b>1. Anticipated Certified Diverse Business Participation (Goals)</b>		
<b>State certification category</b>	<b>Washington State / DES Goals</b>	<b>Anticipated Percent of Contract Amount (Goals)</b>
Minority-owned business	10%	
Women-owned business	6%	
Veteran-owned business	5%	
Small/mini/micro business	5%	
<b>2. The firm's "Diverse Business Subcontracting list"</b>		
<b>3. Planned efforts by the firm to meet or exceed the voluntary inclusion goals. To include, but not limited to the following:</b>		
<b>a. General Description;</b>		
<b>b. Mentoring, Training and Capacity Building Programs;</b>		
<b>c. Prompt Payment, Retainage and Dispute Resolution</b>		
<b>4. A description of firm's planned efforts at outreach to the small and diverse business community</b>		
<b>5. A description of firm's process for ensuring small businesses have enough time and information to provide your firm with bids:</b>		
<b>6. An explanation of how firm ensures small businesses understand the bid and specifications and are able to learn ways to improve if they are not selected (i.e. pre-bid meetings, debriefing, etc.);</b>		
<b>7. A description of how firm considers small business in the development of bid packages</b>		
<b>8. Who will be the firm's "Diverse Expert"?</b>		
<b>9. A List of projects (5 max.) with diverse business participation in the last five (5) years</b>		
<b>10. Acknowledgement of firm's awareness and commitment to reach out to diverse businesses and helping Washington State meet or exceed the state's diverse businesses utilization goals</b>		
<b>11. Acknowledgement that proposing firm has education and training programs to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the Diverse Business Inclusion Plan</b>		
<b>12. Any additional information the firm would like to include as a part of their plan.</b>		

The Owner/Department of Enterprise Services will review the submitted inclusion plan for good faith effort and the maximum opportunity to contribute toward the Owner/Department of Enterprise Services' aspirational goal.